



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**  
**2-CO-1D-01**  
**1-CTA-3A-01,06**  
**1-JBC-1D-01**  
**4-JCF-6E-01-04**  
**3-JCRF-1D-01,04,05**  
**3-JDF-1D-01**  
**1-JDTP-1D-01**  
**1-JPAS-2-7010,7049,7053**  
**1-JTS-1D-01**

**CHAPTER: Professional Development**

**AUTHORITY: KRS 15A.065**

**SUBJECT: Training and Staff Development**

**POLICY NUMBER: DJJ 501**

**TOTAL PAGES: 2**

**EFFECTIVE DATE: 1/17/2017**

**APPROVAL: CAREY D. COCKERELL, COMMISSIONER**

**I. POLICY**

The Department of Juvenile Justice (DJJ) shall provide training and professional development for department staff.

**II. APPLICABILITY**

This policy shall apply to all DJJ programs, offices, and staff except Executive Staff.

**III. DEFINITIONS**

Refer to Chapter 500.

**IV. PROCEDURES**

A. The Division of Professional Development (DPD) shall administer or provide oversight for any DJJ training activity including:

1. Pre-Service assessment and training coordination for DJJ staff;
2. The Youth Worker Training Academy (Academy);
3. In-service training events;
4. Training of Trainer (TOT) or Instructor Courses;
5. Annual staff assessments for training needs;
6. Curriculum development to meet staff or agency needs;
7. Procurement of contracts for expert consultants, vendors, and training materials or space, as necessary to provide additional or advanced training;

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8. Development of Individual Training Plans to promote staff development and enhanced skills;
  9. During an internal investigation for technical assistance on proper use of trained techniques. Assistance shall not include opinions on questions of excessive force;
  10. Maintaining staff and Academy students training records in accordance with DJJPP Chapter 5; and
  11. Provision of an annual catalog and summary of all training courses offered by DJJ, to include procedures for access.
- B. Fiscal management, procurement, and contracting for goods and services shall be conducted in compliance with state laws and regulations and DJJ policies. Reference DJJPP Chapter 1.
  - C. The Training Branch Manager, through the Division Director of Professional Development, shall provide quarterly reports to the Commissioner regarding training and staff development issues in compliance with DJJPP Chapter 1.
  - D. The Department Advisory Training Committee (DATC) shall meet annually to review and approve training issues.
  - E. Supervisory staff shall provide or request assistance from DPD for remedial training for staff as deemed necessary.

## **V. MONITORING MECHANISM**

The Division Director of Professional Development shall monitor this policy on an annual basis.